




STATE OF TENNESSEE
STATE BOARD OF EQUALIZATION
9TH FLOOR, W.R. SNODGRASS TN TOWER
312 ROSA L. PARKS AVENUE
NASHVILLE, TENNESSEE 37243-1102
PHONE (615) 401-7883

MEMO

To: Private Lessees/Companies
Industrial Development Board Staff Contacts
Local Housing Authority Staff Contacts

From: Betsy Knotts, Executive Secretary 
State Board of Equalization

Date: September 1, 2017

Subject: **Annual PILOT and TIF Reports due October 1, 2017**

State law¹ requires annual tax incentive statements to be filed with the Comptroller's office by October 1st of every year. Please file all relevant payment in lieu of tax (PILOT) reports online or via e-mail to Arlene.Hailey@cot.tn.gov. Please see the following attachments for more detailed information:

- **Attachment A is the annual PILOT report:**
 - The annual PILOT report can be filed online on our website at:
<http://www.comptroller.tn.gov/IDBHED/> or you may fill out Attachment A and email to Arlene.Hailey@cot.tn.gov.
 - The list of project codes and county codes are also available through our website at:
http://www.comptroller.tn.gov/SBOE/pdf/20130305_IDBprojectCodes.pdf and
<http://www.comptroller.tn.gov/SBOE/pdf/20150910CountyCodes.pdf>.
 - A late filing fee of \$50 will be charged after October 1st. A copy of the report must also be filed with the assessor of property in the county where the property is located.
- **Attachment B describes the requirements for tax increment financing reporting and submission requirements when requesting Comptroller approval of certain projects.**

¹ Tenn. Code Ann. §§ 7-53-305, 7-67-114, 9-23-106, and 48-101-312

ATTACHMENT A

REPORT OF PROPERTIES OWNED BY HEALTH AND EDUCATIONAL, INDUSTRIAL DEVELOPMENT AND SPORTS AUTHORITY BOARDS

(Rev. 2013)

(Note: late fee due after October 1)

Tennessee law requires businesses leasing property from certain public boards and authorities to annually report to the State Board of Equalization concerning the leased properties.

| | | | |
|---------------------|--------------------------------|---------------------------|---|
| GENERAL INFORMATION | | County: _____ Year: _____ | This property is owned in the name of (select one): <input type="checkbox"/> Industrial Development Board (T.C.A. §7-53-301) <input type="checkbox"/> Health, Housing & Educational Facility Board (T.C.A. §48-101-307) <input type="checkbox"/> Sports Authority Board (T.C.A. §7-67-108) |
| Owner name: _____ | Lessee name and address: _____ | | |

Has lessee name changed since last filing? Yes ___ No ___

Person filing this report:

Name: _____
 Title: _____
 Address: _____

 Phone: _____
 E-mail: _____

1. PROPERTY LISTING: List all the real and personal property owned by the ID/H&ED Board which is leased or subleased by this lessee as of last January 1. List each property separately if it has a separate parcel or account number in the assessor's records:

| Project type code (see instructions) | Property address or location | State the city where the property is located | Assessor's id. no. |
|--------------------------------------|------------------------------|--|--------------------|
| A. _____ | _____ | _____ | _____ |
| B. _____ | _____ | _____ | _____ |
| C. _____ | _____ | _____ | _____ |

D. _____
 E. _____

2. PROPERTY DETAIL: For each of the above properties, provide the following information:

| Item | EST. VALUE | DATE1 | TERM | RENT | PILOT/CITY | PILOT/CO. | DATE2 | L/H TAX (IF ANY) |
|------|------------|-------|------|------|------------|-----------|-------|------------------|
| A | | | | | | | | |
| B | | | | | | | | |
| C | | | | | | | | |
| D | | | | | | | | |
| E | | | | | | | | |

EST. VALUE: Good faith estimate of value DATE1: Lease date TERM: Lease term (mos./yrs.)

RENT: Amount of stated rent per the lease.

PILOT/CITY: Annual payments in lieu of property taxes payable to or for the benefit of a city

PILOT/COUNTY: Annual payments in lieu of property taxes to or for the benefit of a county

DATE2: Date the property is scheduled to return to the regular tax rolls

L/H TAX: If the county assessor has recorded a positive value for the leasehold interest, state the amount of tax due (confirm with county assessor).

*This report must be completed and submitted to the State Board of Equalization annually by **October 1**. The report is late if postmarked after October 1. Late filed reports must be accompanied by a late fee of \$50. The report may be submitted electronically through our web site at www.comptroller.state.tn.us.*

A copy of this report must be filed with the county assessor of property by Oct. 15. Has a copy of this report been filed with the county assessor?
 Yes ___ No ___

For questions, call or write the Board or visit our website at <http://www.comptroller.state.tn.us/sb/faq.htm>.

State Board of Equalization
 9th Floor, W.R. Snodgrass TN Tower
 312 Rosa Parks Avenue
 Nashville, Tennessee 37243-1102
 (615)401-7883

ATTACHMENT B

TAX INCREMENT FINANCING REPORTING AND SUBMISSION REQUIREMENTS

State law² also requires parties to economic development agreements to file copies of the final agreements with the Comptroller's office and the county executive (and city mayor, if applicable). Please call our office with any specific questions relating to any of these requirements.

The following information should be included in your agency's annual statement of tax increment revenues:

- 1) Name of the Redevelopment Plan Area or Economic Impact Plan Area
- 2) Name of Tax Increment Agency
- 3) Contact Information
- 4) Increment received for Tax Year _____ from city of _____
- 5) Increment received for Tax Year _____ from county of _____

As a reminder, T.C.A. § 9-23-106(b) also requires tax increment agencies to file finalized TIF creation documents with the Comptroller's office. The following are lists of documents that are required for submission:

- Copy of the description of all land within the redevelopment or economic plan area;
- Copies of all resolutions approving the original TIF plan and any amendments to the plan;
- A map or plat indicating the boundaries of the property within the plan area; and
- The base tax amount with respect to all property subject to the plan.

When requesting a written determination that a certain purpose or an extended plan term is in the best interest of the State, pursuant to T.C.A. §§ 9-23-104 and 9-23-108, please submit the following documents to our office:

- Request letter explaining in detail why an extended plan term is reasonably required for plan completion or why tax increment financing is essential to the development of a privately-owned project;
- Copies of all resolutions approving the original TIF plan and any amendments to the plan;
- Copy of the Development and Financing Agreement or similar agreement (draft version is acceptable if it is a proposed financing);
- Copy of any Guaranty Agreement from a private party or similar agreement (draft version is acceptable if it is a proposed financing);
- Tax increment revenue projections, including the contact information of the person or entity that prepared such projections; and
- Contact information, including e-mail addresses, for bond counsel, financial advisors, and any other professionals working on the financing.

If you have any questions regarding these requirements, please contact Betsy Knotts at Betsy.Knotts@cot.tn.gov or (615) 401-7954.

² Tenn. Code Ann. § 4-17-301 et seq.